



United States Department of the Interior
NATIONAL PARK SERVICE

Katmai National Park and Preserve
P.O. Box 7
King Salmon, AK 99613

RECRUITMENT BULLETIN: **KATM-14-05**
ISSUE DATE: January 8, 2014
CLOSING DATE: January 22, 2014

***JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM--
PUBLIC LAW 96-487***

Katmai National Park and Preserve is accepting applications for a term position for thirteen months, with the possibility of additional extensions up to four years total employment.

POSITION

Custodial Worker (Motor Vehicle Operator) WG-3566-04
\$21.69 (starting salary) to \$25.31 per hour

DUTY LOCATION

King Salmon, AK

APPOINTMENT INFORMATION: Term appointment (thirteen months, with the possibility of extensions up to four years total employment). Full time work schedule.

BENEFITS: Insurance, Retirement, Thrift Savings Plan (similar to a 401K), paid holidays, annual and sick leave, performance-based longevity pay increases.

DUTIES:

Primarily performs custodial and janitorial work for offices, dormitory, vacant residences, and other park facilities. Duties include sweeping, vacuuming, scrubbing and waxing floors; washing windows and walls; cleaning bathrooms; emptying trashcans; and dusting and polishing furniture and fixtures. Work is done by hand or with powered equipment. Must be able to move, lift and carry heavy boxes or objects.

Operates light duty motor vehicles to transport material or equipment to work sites.

Shovel snow and clear sidewalks and doorways.

Provides general labor assistance to others in the maintenance of buildings, grounds, roads, trails, etc.

WHO CAN APPLY: Any U.S. citizen who has acquired special knowledge or expertise regarding the natural or cultural resources of Katmai National Park and Preserve, by reason of having either lived or worked in or near the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through

experiencing the range of climactic conditions and associated impacts on the resources.

Area considered "near" Katmai National Park are: Federal Subsistence Areas of Unit 17C, as well as Unit 9A, 9B, 9C, and 9E, to include the communities of Naknek, King Salmon, Dillingham, Clarks Point, Ekwok, South Naknek, Koliganek, Port Alsworth, Nondalton, Pedro Bay, Iliamna, Newhalen, Kokhanok, Igiugig, Levelock, Egegik, Pilot Point, Ugashik, Port Heiden, Chignik, Chignik Lagoon, Chignik Lake, Perryville, and Ivanof Bay.

QUALIFICATION REQUIREMENTS: Qualifications will be determined by evaluating experience and education as described in the resume, particularly in the Knowledge, Skills, and Abilities listed below. All qualification requirements must be met by the closing date of this job posting.

KNOWLEDGE, SKILLS, AND ABILITIES:

The answers to the following questions will help us to evaluate your qualifications to perform the duties of this position. Please note that only qualified applicants will be referred. It is important to provide detailed information about your experience, particularly in the following Knowledge, Skills and Abilities (KSAs). Describe experience (paid or unpaid), education, training, awards and self-development that show your level of experience related to each KSA.

1. Ability to do the work of the position without more than normal supervision (screen out factor).
2. Use common cleaning tools, vacuum cleaners, and common hand and power tools. In addition, must be able to clean and make adjustments to the powered cleaning equipment.
3. Must know the proper uses of a variety of special cleaning and sanitizing solutions and must be able to remove different kinds of stains from a wide variety of surfaces.
4. Must have a valid state driver's license (screen out factor).

OTHER: The custodial worker occupation is covered by veterans preference rules. A non-preference eligible veteran or non-veteran can be selected only if there are no qualified preference eligible veterans on the referral list.

CONDITIONS OF EMPLOYMENT:

- Favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Federal employees are required to utilize Direct Deposit (EFT), for their Federal Salary checks.
- Wearing of the NPS uniform is required. A uniform allotment will be provided to assist with costs.
- These positions may work a variety of schedules, which will include evening and/or weekend work.
- Government housing may be available, for rent.
- Work is sometimes performed outdoors and under adverse weather conditions.
- Work requires exposure to chemicals and frequent bending, lifting, stooping, walking, standing, climbing, and working in cramped positions.
- Must be able to lift up to 50lbs.
- Valid state driver's license is required.

VETERAN'S PREFERENCE: All applicants claiming Veterans Preference **MUST** submit a copy of their DD-214, Military Discharge". In addition, those claiming 10-point veteran's preference **MUST** submit a copy of an SF-15, "Claim for 10 Points Veterans Preference", and the verifying documentation listed on the back of the SF-15 such as a copy of the latest Veterans Administration disability certification. To obtain further information about veteran's preference, refer to www.opm.gov/veterans/html/vetguide. You will not receive veteran's preference if you do not provide this documentation.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! Incomplete applications may result in non-referral of your application. Assistance and forms may be obtained from the park

office at the address above or by calling 907-246-2133. **The SF-15 may be obtained through the Internet at www.opm.gov/forms.**

All applications must be postmarked or received in this office by the closing date of the announcement. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

Mail or deliver the following required forms to Park Headquarters, Katmai National Park and Preserve P.O. Box 7, King Salmon, AK 99613:

- Resume that provides detailed information about your work experience. Also include the dates worked (for example, June 2009 through August 2010), work schedule (for example, 40 hours per week); the position title; and employer name for each period of employment.
- Completed Eligibility Questionnaire (attached, or can be obtained from the park office)
- Completed Supplemental Experience Questionnaire (attached, or can be obtained from the park office).
- DD-214 if claiming points Veteran's Preference; if claiming 10 points Veteran's Preference, also include the SF-15 and verification documents described on the back of the SF-15.
- Although not required you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

It is the applicant's responsibility to provide documentation/proof of claimed status veterans preference, qualifications, and education. Applicants will not be solicited for further data if that provided is found to be inadequate, illegible, or incomplete.

Application materials will not be returned, therefore do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic resumes or applications, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE
Custodial Worker (MVO), WG-3566-04
KATM-14-05

This eligibility questionnaire must be submitted with your application package. Please answer the following questions.

Your Name: _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Katmai National Park and Preserve?
 - a. Less than 12 months
 - b. 12 months or more
 - c. I have not lived or worked in or near the park
2. What time of year have you lived or worked in or near Katmai National Park and Preserve? (check all that apply)
 - a. during all or part of December through February
 - b. during all or part of March through May
 - c. during all or part of June through August
 - d. during all or part of September through November
 - e. I live (or have lived) in or near the park on a year around basis.
3. List your physical address(es) while living in the vicinity of *Katmai National Park and Preserve*, and approximately when you lived there (month & year, for example Oct 2001 to September 2005) :

4. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other geographic information.
 - c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
 - e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
 - f. Other unique information not listed above that show familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):

 - g. I do not have knowledge or experience as listed above.
5. Driver's License – Do you have a current, valid state driver's license?
 - a. Yes, I have a valid state driver's license or can obtain one prior to starting employment.
 - b. No, I do not have a valid state driver's license.

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant signature

Date

Supplemental Experience Questionnaire

Custodial Worker, WG-3566-04

For each of the following, circle the letter (A, B, C, or D) which best describes your level of skill. Skill levels are defined as:

- A. I have had little or no on-the-job experience.
- B. I am able to do simple jobs without assistance and routine jobs with assistance.
- C. I am able to do routine jobs on my own initiative without supervision or special advice.
- D. I have extensive knowledge and experiences for difficult jobs and I am able to give technical instructions to other workers.

Procedure:

Replace window screen in doors and windows	A	B	C	D
Repair broken furniture	A	B	C	D
Washing floors and carpets	A	B	C	D
Cleaning bathrooms	A	B	C	D
Washing windows	A	B	C	D
Emptying trash	A	B	C	D
Dusting	A	B	C	D
Snow removal	A	B	C	D

Tools:

Drill motor (hand held)	A	B	C	D
Hammer Drill	A	B	C	D
Drill press	A	B	C	D
Chainsaws	A	B	C	D
Wire cutters/strippers	A	B	C	D
Insulated screwdrivers	A	B	C	D
Assorted hand held tools (wrenches, hammers, pliers)	A	B	C	D
Propane torch	A	B	C	D
Drop lights	A	B	C	D
Hammers	A	B	C	D
Power nailers	A	B	C	D
Pipe wrenches	A	B	C	D
Socket wrenches	A	B	C	D
Metal grinder	A	B	C	D
Electrically operated sewer rooter	A	B	C	D
Sheet metal shears	A	B	C	D
Pipe cutters	A	B	C	D
Household cleaning supplies	A	B	C	D
Industrial cleaning supplies	A	B	C	D

Equipment Operation:

Operate powered cleaning equipment	A	B	C	D
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GENERAL INSTRUCTIONS: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly before completing the appropriate code number in the blank.

VACANCY ANNOUNCEMENT NUMBER KATM-14-	TODAY'S DATE: (MM/DD/YY)
POSITION TITLE Custodial Worker	SERIES/GRADE 3566_04
1.NAME: (Last, First, MI)	
4. How did you learn about the position or exam you are applying for? Please circle your choice(s).	
01 Private Information Service 02 Magazine 03 Newspaper 04 Radio 05 Television 06 Poster 07 Private Employment Agency 08 State Employment Office	09 Agency Personnel Office 10 Federal Government recruitment at school/college 11 Federal/State/local job information 12 Religious Organization 13 School/college counselor or official 14 Friend/Relative working in agency 15 Friend/Relative not working in agency 16 Other(specify)_____
5. Please categorize yourself in terms of race and sex using the definitions below. Indicate in space number 6 the RACE/ETHNIC CODE which indicates the group you identify yourself. Check the appropriate space in number 7 to show your sex.	
A - American Indian or Alaskan Native B - Asian or Pacific Islander C - Black, not of Hispanic Origin D - Hispanic E - White, not of Hispanic Origin	6. RACE/ETHNIC CODE: _____ 7. Check to indicate your sex. Female: _____ Male: _____
8. Do you have any disabilities? Yes No	
PRIVACY ACT INFORMATION This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. <u>AUTHORITY:</u> Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code. <u>PURPOSE AND ROUTINE USES:</u> The information from this survey is used for research and for a Federal Equal Opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law. <u>EFFECT OF NONDISCLOSURE:</u> Providing this information is voluntary. No individual personnel selections are made based on this information. <u>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b):</u> Solicitation of Social Security Number by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943, and is used to relate this form with other records that you file with Federal agencies.	